

SECTION 21 - ADMINISTRATION AND ENFORCEMENT

1. The Riley County Planning Board is hereby established in accordance with the provisions and requirements of K.S.A. 1973 Supplement 19 -2914, 19 -2915 and 19 -2916 for the purposes of carrying out the provisions of these regulations.
 - a. The members of the Planning Board shall meet at such time and place as they may fix by resolution and all records and proceedings of meetings shall be kept in the office of the County Clerk. The Planning Board shall make, or cause to be made, and adopt an official comprehensive plan, or Land Use Plan, for the coordinated development of the County in accordance with the present and future needs and to conserve the natural resources of the County, insure efficient expenditures of public funds and promote the health, safety, convenience, prosperity and the general welfare of the inhabitants. The Planning Board shall annually review the plan for the purpose of determining if any portion of the plan has become obsolete and shall make a report of its findings to the Board of County Commissioners before the first day of June of each year.
2. The County Zoning Officer, designated by the Board of County Commissioners, shall in conjunction and cooperation with the County Planning Board, administer and enforce the provisions of these regulations. The County Zoning Officer, or his authorized representative, shall carry out the following duties and others that may be prescribed from time to time by the Riley County Board or Board of County Commissioners in the furtherance of obtaining compliance with the requirements contained within these regulations:
 - a. Receive and review applications for building permits, certificates of occupancy and sign permits and, upon finding that such applications are in compliance with the regulations herein, issue such permits and make and maintain records thereof. Upon a finding that such application does not meet all of the requirements herein, the County Zoning Officer shall deny such application and notify the applicant as to the cause for such denial.
 - b. Receive, review and forward to the Planning Board applications for platting, rezoning and other matters which are to be brought to the attention of the Planning Board.
 - c. Maintain permanent and current records of all proceedings of the Planning Board; maintain and update the County Zoning Maps and land use plan; maintain and update the zoning and subdivision regulations; and provide for a supply of updated regulations and maps for distribution to the public.
 - d. Conduct inspections of buildings, structures and uses of land to determine compliance with the provisions of these regulations and to order in writing the remedying of any condition found to exist in violation of any provision of these regulations.

- e. Institute appropriate action or proceedings to prevent, restrain, correct or abate unlawful development, construction, use or occupancy of buildings, structures or land.
 - f. Receive, file and forward to the Board of Zoning Appeals all records of appeals and applications for exceptions and variances.
 - g. Present an annual report to the Planning Board, on or before the first day of May, containing a compilation of all revisions to the zoning district boundaries adopted throughout the preceding year and an evaluation as to the currency of the Land Use Plan.
 - h. Provide assistance as may be required by the Board of Zoning Appeals and other public boards and officials in the exercising of their duties relating to these regulations.
 - i. Shall cause public notice to be given for all requests for rezoning, platting or replatting, conditional uses, variances, and other matters relating to the applications and modifications of these zoning regulations.
3. A building permit shall be obtained from the County Zoning Officer prior to the beginning of any construction, building, moving, remodeling or reconstruction of any structure except for interior alterations where no enlargement of the structure is concerned or other conditions specifically exempted by the provisions of these regulations. A building permit shall be obtained prior to the improvement of land preliminary to any use of such land.

Any building permit issued in conflict with the provisions of these regulations shall be null and void. Applications for building permits shall include, but not be limited to, the following:

- a. A plot plan showing the dimensions of the lot or tract of land along with the location, size and height of all present and proposed structures and buildings. Existing and proposed streets, rights-of-way, easements, drainage courses and streams shall also be shown accurately to scale.
- b. A statement as to the present and/or proposed use or uses of land and structures.

An application for a building permit shall be either approved or denied by the County Zoning Officer within ten days after receipt of a valid application, or within a time period acceptable to the applicant. An approved building permit may be revoked by the County Zoning Officer if there is a departure from the conditions and requirements of the terms of such building permit or if it is found that any provisions of these or other regulations pertaining to land use are being violated. The absence of an approved building permit or other violation shall be cause for the issuance of a "stop order" or any continuing violation shall be cause for the institution of legal

proceedings to obtain compliance with the provisions of these regulations. An approved building permit shall cease to be valid if, within six months after the permit has been issued, the development, construction or use specified in the permit has not been started. A fee for the issuance of a building permit shall be established by the Board of County Commissioners and such fee shall be paid by the applicant at the time of initial submission of the application for the permit.

4. A certificate of occupancy shall be obtained from the County Zoning Officer prior to the occupancy or use of any new, remodeled or moved structure or building; or prior to the change of use of any land or building. The application for a certificate of occupancy shall be considered to be a part of an application for a building permit and, in the event that no building permit is required, such application shall be in letter form to the County Zoning Officer and shall contain such information as is required by the Zoning Officer. A certificate of occupancy shall be issued by the County Zoning Officer within ten days after notification that the requirements of the building permit or application for certificate of occupancy have been met and after verification of such compliance by the Zoning Officer. A temporary certificate of occupancy may be issued by the County Zoning Officer which may allow occupancy of a structure while alterations are being made or may allow partial occupancy of a new structure pending its completion. A fee for the issuance of a certificate of occupancy may be established by the Board of County Commissioners and such fee shall be paid at the time of initial submission of the application for the certificate.
5. A sign permit shall be obtained from the County Zoning Officer prior to the construction, remodeling, enlarging or relocating of any sign in accordance with the provisions and regulations of Section 15 herein. A fee for the issuance of a sign permit shall be established by the Board of County Commissioners and such fee shall be paid by the applicant at the time of the submission of the application for the permit.
6. Any violation of any provision of these regulations shall be deemed to be a misdemeanor and punishable by a fine of not to exceed \$500.00 for each offense or by imprisonment in the county jail for not more than one year, or both, and each day's violation shall constitute a separate offense. The proper county official or any person, the value or use of whose property is or may be affected by such violation, may have the authority to maintain suits or actions in any court of competent jurisdiction to enforce these regulations and to abate nuisances maintained in violation thereof.